

N 70-4

OCI NOTICE
NO. 70-4

RECORDS AND CORRESPONDENCE
8 August 1966

PROCEDURES FOR DIRECTORATE OF INTELLIGENCE MEMORANDA

PRODUCED BY OFFICE OF CURRENT INTELLIGENCE

Recision: OCI Notice No. 70-3, dated 13 May 1966

1. Directorate of Intelligence Memoranda produced by OCI serve a variety of special purposes and consumers. Observance of the following procedures is essential to adequate control and coordination.

2. Notification: It is the responsibility of the officer in OCI initiating a memorandum, or the first person in OCI receiving a request for a memorandum, to see that the task is listed on the Memorandum Status Report (A) and that an OCI Memo Control Form (B) is filled out in complete detail. The Memo Control Form will serve (1) as a memo initiation notice; (2) as a memo cover sheet for preliminary and final dissemination, and (3) as a notice of releasability [REDACTED]

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a. During office hours: The Memorandum Status Report is prepared specifically for the D/OCI by the Secretary of the D/OCI. The OCI Memo Control Form, containing information supplied by the OCI initiator, is also prepared in the office of the D/OCI, and passed to the Memorandum Control Officer (MCO), Presentation Staff, who will notify appropriate personnel.

b. During off duty hours: From 1630 to 2230 Monday through Friday, and from 0700 on Saturday to 2230 on Sundays and holidays, the Senior Duty Officer (SDO) will take whatever action is necessary and will maintain the Memorandum Status Report.

From 2230 to 0700 Sunday nights through Saturday mornings, the Night Editor, serving as MCO (see duties in para 6 below) will be responsible for maintaining the Memorandum Status Report. The Night Editor will furnish the MCO, the Office of the D/OCI, the Dissem Officer, OCI, and other designated recipients (C) at the opening of business a copy of the updated Memorandum Status Report.

GROUP 1
Excluded from automatic
downgrading and
declassification

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3. Preparation: The normal steps in the preparation of a memorandum in OCI are:

a. The analyst will prepare a draft of the memo. In every case, the analyst will include an appropriate summary and a footnote indicating the coordination which has been completed.

b. At the same time he will initiate requests for appropriate graphics, and will notify the MCO of any resulting or subsequent change in deadline.

c. The analyst will coordinate the draft memo with other Agency components as the subject requires;

d. The draft will be reviewed by the Area Production Assistant;

e. For the information of the D/OCI, the supervisor most knowledgeable of the contents and circumstances of the memorandum will prepare a "talking paper" for the D/OCI's use in briefing the DCI. (D) This is to be a capsule statement indicating who requested or initiated the memorandum, why it was prepared, its message, whether or not it merits the DCI's attention, and any paragraphs of vital importance. The "talking paper" should also make a recommendation on the dissemination which should be given the memorandum.

f. The edited draft will be given substantive review in the office of D/OCI, and in O/DDI as appropriate;

g. Final reading and preparation will be performed by the MCO, who will arrange for the typing, reproduction, proofing, and dissemination of the memorandum.

4. Identification: The MCO (during duty hours), the SDO (from 1630 to 2230 daily and 0700 Saturdays to 2230 Sundays), and the Night Editor, serving as MCO (from 2230 to 0700 Sunday nights through Saturday mornings) will be responsible for obtaining a control number (OCI Number for SECRET or below, TS Number for TOP SECRET, SC Number for Special Intelligence, and TCS Number where appropriate).

5. Distribution: Any external dissemination of OCI memoranda must be authorized by the signature of either the D/OCI, the DD/OCI, or the Special Assistant to the D/OCI on the official dissemination sheet.

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Memoranda for immediate distribution will be identified as such on the original OCI Memo Control Form and on the Memorandum Status Report. Appropriate instructions and a dissemination list must be furnished to the Dissem Officer/II Staff (or to the SDO outside of normal duty hours) no later than the time the draft goes to reproduction.

All other memoranda will be subject to preliminary dissemination, followed by release by the D/OCI with appropriate dissemination instructions.

a. Preliminary Dissemination: At the opening of business each day the Night Editor acting as MCO will make a preliminary dissemination of all completed memos as follows:

Copies 1 - 6	to DDI
7 -12	to D/OCI
13-17	to DDI Staff
18-22	to O/D/OCI
23-24	to MCO
12 Unnumbered	to [REDACTED]

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b. Release for Dissemination: There will be no further distribution until the MCO is so directed by the D/OCI, the DD/OCI, or the Special Assistant to the D/OCI. At that time the MCO will furnish the Dissem Officer/II Staff the signed distribution list (E/1-4) for elite, subcabinet, routine internal and external, or routine internal CIA only. No changes will be made in the distribution list without the approval of the O/D/OCI. The Dissem Officer/Intelligence Information Staff will refer requests for additions to the initial distribution list to the MCO, who will obtain O/D/OCI approval.

c. Cover Sheet: Copies of memoranda furnished in either preliminary or regular dissemination to the DCI, the DDCI, the DDI, Executive Registry, and D/OCI will be accompanied by a Memo Control Form (cover sheet), filled out by the MCO, the Night Editor, or the SDO as appropriate. The cover sheet will indicate the requester or initiator of the memo, the subject, the purpose of the memo, the dissemination recommended to the D/OCI in the case of preliminary dissemination, and that authorized in the case of final dissemination. Also attached to the D/OCI's copies only will be the original of the "talking paper" referred to in para 3.e. A record copy of this paper will be furnished the MCO for the official file.

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6. The MCO will be responsible for (a) maintaining appropriate central files of all memoranda produced by OCI alone or OCI as a contributor and coordinator; (b) ensuring that all who need to know are informed of memoranda in preparation; (c) coordinating necessary graphics; (d) performing the final editorial review; (e) assigning appropriate control numbers to the memoranda; (f) arranging for typing, reproduction, and proofing; (g) ensuring that instructions for dissemination are obtained and conveyed to Dissem Officer/II Staff; (h) obtaining instructions on release of memoranda [REDACTED] and (i) ensuring that the night or weekend SDO and Night Editor are informed of memoranda for which they will have responsibility.

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[REDACTED]
E. DREXEL GODFREY, JR.
Director of Current Intelligence

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ATTACHMENTS: A through E (4)

Distribution C

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